

CITY OF CHATTANOOGA

Classification Specification Title: Clerk to Council

Department: City Council

Pay Grade: GS.11

Supervision Received From: Council Member

FLSA Status: Exempt

**Supervisory Responsibility For: Council Support Specialist,
Admin Support Asst. 2**

**Established: 7/01/14
Revision Dates: 4/1/25;
8/27/24; 10/20/23; 9/18/14**

CLASSIFICATION SUMMARY:

The position of Clerk to Council is an appointed position under the general supervision of the Chairman of the City Council. The Clerk to Council shall be responsible for official governmental and Council records; to serve as liaison on behalf and at the request of the Chairman of the City Council to other department heads; supervise clerical staff; perform other administrative duties necessary to maintain a high level of accountability of Council records and operation. In the absence of the Chairman of the Council or Council members, the Clerk to Council is responsible for day-to-day operations of the Council Office dealing with constituents and administration.

SERIES LEVEL:

The Civic Engagement & Community Coordinator is a stand-alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Attends Council meetings and Council committee meetings, record a quorum, read impending ordinances and resolutions, record Council votes upon request of Chairman, and ensure that all minutes of meetings are accurately recorded, transcribed, distributed and certified.

Maintains resolution and ordinance books.

Ensures proper handling and cross-referencing of all resolutions and ordinances.

Answers questions and issues information concerning Council actions and pending matters.

Determines cost of advertising ordinances granting franchises; collect costs from franchise applicants prior to advertising.

Submits franchise ordinances to newspapers to determine cost of advertising; cost of advertising borne by franchise applicant prior to advertising. Submits advertising for monthly rezoning requests, annual Council/committee meeting notice, notice of special meetings of Council, Audit Committee meetings, annexation/de-annexation requests, Charter amendments for ballot and other items as requested.

Supervises staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; approving all leave types; making hiring, termination and disciplinary recommendations.

Approves office payroll, leave request and expense reports for Council members.

Emails Administrative Law Judge Office in Nashville to request Docket Number when personnel hearings are requested.

Maintains official franchise records in franchise file.

Responds to requests for official City records.

Acts on behalf of Council members on non-voting issues and questions.

Acts as liaison between Council, City department administrators and/or Mayor and his/her staff.

Monitors monthly departmental budget printout for the status of expenditures.

Manages the Council library and filing systems.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's degree in Business Administration, Public Administration, Political Science, or related field with five (5) years equivalent experience in or related to records management, including two (2) years supervisory experience, or any combination of equivalent experience and education. Experience in local government is preferred.

LICENSING AND CERTIFICATIONS:

Tennessee Municipal Clerk Certificate preferred.

KNOWLEDGE AND SKILLS:

Knowledge of City Code and Charter sections regarding maintenance and preparation of official transactions of the City Council; functions of City departments sufficient to coordinate information between Council members, citizens and City department employees; modern office management methods; business English, spelling and arithmetic; supervisory principles and practices to efficiently direct the activities of the Council office staff; performance appraisal principles, practices and procedures to conduct effective performance appraisal discussions and to prepare accurate performance appraisal reports; digital software programs such as word processing, and electronic mail, to perform clerical activities in support of the office. Ability to handle politically sensitive issues as representative of the City Council; plan, direct and supervise the work of subordinate employees in a manner conducive to full performance and high morale; maintain a professional office environment to ensure efficiency of Council activities; maintain good public relations with subordinates, supervisors and the public; complete and maintain complex records and to prepare periodic reports from such records; to use sound independent judgment.

PHYSICAL DEMANDS:

Positions in this class typically require fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.